



# **2008–09 California Physical Fitness Test (PFT)**

## **Guidance for New District PFT Coordinators**

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Prepared by the  
California Department of Education

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Available on the CDE Physical Fitness Testing Web page at <http://www.cde.ca.gov/ta/tg/pf/>



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## Purpose

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As a new district Physical Fitness Test (PFT) coordinator, you play an important role in the success of the PFT by managing the testing activities in your school district. These activities include administering the PFT as well as collecting, reporting, and interpreting the PFT results. This *Guidance for New District PFT Coordinators* is designed to assist you with the most essential information you will need to understand the activities associated with the PFT. This document includes the following useful resources:

- All of the activities described in this document are summarized in a checklist, which is provided on page 8. This checklist includes a timeline to assist district PFT coordinators in planning for the administration of the PFT.
- Further information about the PFT can be found by using the contacts in this document or the list of PFT resources beginning on page 9.
- A one-page graphic organizer displaying the fitness areas, test options, and equipment needs for the test options of the *FITNESSGRAM*® is provided on page 12. You may copy and share this document with employees of the school district who are responsible for the administration of the PFT.

## Background Information

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By law (California *Education Code* Section 60800), all school districts in California are required to administer the PFT annually to all students in grades five, seven, and nine. The State Board of Education designated the *FITNESSGRAM*® as the PFT for students in California public schools. The California Department of Education (CDE) maintains a Physical Fitness Testing Web page (<http://www.cde.ca.gov/ta/tg/pf/>) containing links to the following information and resources:

- Program Overview (*Overview Packet for School Districts and Schools*)
- Assessment Notes (providing bi-monthly PFT updates)
- Regulations
- PFT Test Results (DataQuest)
- *FITNESSGRAM*® Healthy Fitness Zones (minimum fitness standards)
- Human Kinetics (ordering *FITNESSGRAM*® resources)
- The Cooper Institute (detailing information regarding the *FITNESSGRAM*®)
- Educational Data Systems or EDS (providing public access to summary data and a password-protected district portal for data submission and district reports, including individual student reports)



The *Overview Packet for School Districts and Schools* provides a comprehensive description of the PFT. We recommend downloading this packet and reading it as soon as possible.

## Test Administration Costs

Currently, the administration of the PFT is not directly funded through state apportionments. Most costs associated with the test administration, including materials, scoring, analyzing, and reporting are the responsibility of the school district. These costs include purchasing materials and equipment, training teachers, and processing and analyzing the PFT data. These costs may be recoverable as “state-mandated costs.” The State Controller’s Office administers cost recovery. This office may be contacted at 916-324-5729. Detailed mandated cost claim instructions are found on the California State Controller’s Office Web site at <http://www.sco.ca.gov/ard/local/mancost/index.shtml> (Outside Source). Click on “Schools” found under the heading of “State Mandated Cost Manuals.” Under the “State Mandated Cost Programs” heading, click on “Physical Performance Tests – Program No. 173.”

## Current State PFT Contractor

The current state PFT contractor is Educational Data Systems, Inc. (EDS). EDS’ primary function is to collect the annual PFT data from school districts and to report these results to CDE. Subsequently, CDE posts these results to DataQuest.

## Materials and Services

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For an overview of the PFT and help in determining which materials you might need to order from Human Kinetics, it is suggested that you review the “Physical Fitness Test Reference Guide” found in the *Overview Packet for School Districts and Schools*. This document is located on the CDE Physical Fitness Testing Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

If schools in your district administered the PFT last year, you may not need to order any testing materials. You may want to check first with your physical education teachers regarding existing and needed testing materials.

At a minimum, the school district should purchase one copy of the *FITNESSGRAM*® Test Administration Manual for each school that administers the PFT. To order the manual, go to the Human Kinetics *FITNESSGRAM*® Web site at <http://www.fitnessgram.net> (Outside Source) or contact Human Kinetics at 1-800-747-4457, extension 2423. The *FITNESSGRAM*® Test Administration Manual contains an instructional DVD and a CD for the 15-meter and 20-meter Progressive Aerobic Cardiovascular Endurance Run (PACER), as well as cadences for the curl-up and push-up tests. (Cadences help students with pacing their movements for these tests.)



Videos and training materials from the CDE PFT training sessions for district PFT coordinators are available on the Internet at <http://www.pft-info.org> (Outside Source). To better understand the content, philosophy, and requirements of the *FITNESSGRAM*®, district PFT coordinators may consider participating in face-to-face *FITNESSGRAM*® trainings, which may be available locally or by completing the free online training course offered by Human Kinetics. District PFT coordinators and teachers can access this online training by going to the Human Kinetics *FITNESSGRAM*® Training for the Test Protocols and Software Web site at <http://www.fitnessgram.net/training/> (Outside Source). This online training and the *FITNESSGRAM*® Test Administration Manual show students administering the *FITNESSGRAM*®. This aspect of the online training and the manual does not comply with *California Code of Regulations, Title 5, Section 1043* requiring the PFT tests to be administered and scored by employees of the school district or the county superintendent of schools. Please note school district employees must administer the PFT (i.e., *FITNESSGRAM*®) to the students.

## Outside Vendors

CDE, EDS, and outside fee-for-service vendors do not provide test administration materials for the PFT to the school districts or schools. Pre-ID and scannable data collection forms are not required for the administration of the PFT, but you may purchase these services from outside vendors. For more information regarding these vendors, contact the California PFT coordinator by e-mail at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov).

## District PFT Coordinator

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All school districts and charter schools responsible for administering the PFT independently from the school districts need to annually designate a district PFT coordinator by **November 1**. Beginning in 2008–09, a new contact information form must be submitted each year, even if the coordinator contact information has not changed from the previous year. Contact information forms received on or after August 1, 2008, will be considered as submitted for the 2008–09 school year. The district PFT coordinator contact survey is found on the EDS California Physical Fitness Test 2009 District Portal Web site at <http://www.eddataonline.com/fitness/district/> (Outside Source). If you are unsure if this form needs to be completed, send an e-mail message to the California PFT coordinator at [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov).

The district PFT coordinator's responsibilities include, but are not limited to, the following activities:

- Responding to correspondence and inquiries from the state PFT contractor in a timely manner.
- Determining all school district and school testing needs.



- Overseeing the collection and return of all test data to the state PFT contractor.
- Ensuring that all test data are received from schools within the school district in sufficient time to satisfy the reporting requirements.
- Ensuring that all test data are sent to the state PFT contractor by June 30 of each year.

## Collecting and Reporting Results

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It is the responsibility of the school district to determine how student PFT data will be collected, recorded, and reported to the state PFT contractor. You may want to check first with your physical education teachers and school district administration staff to determine how the school district collected, recorded, and reported the PFT results in previous school years.

The school district must compile data in an electronic format required by the state PFT contractor. You may submit data via one of the following three methods:

- Web site data entry (Enter each student's data via interactive Web site data collection form.)
- Web site data upload (Upload data files in ASCII text, MS Excel, or MS Access formats.)
- CD-ROM or diskette in standard format files (Mail data files, via a traceable shipping method, as ASCII text, MS Excel, or MS Access in the required format. Submission of data files via e-mail attachments is **not** permitted.)

In addition, some school districts prefer to contract with an outside vendor for pre-ID and scannable data collection services. Outside vendor services or software exports must also follow the required state format. The PFT Resources listing on page 9 includes a list of outside vendors.

For more information about reporting and collecting results, refer to the EDS California PFT 2009 District Portal Web site at <http://www.eddataonline.com/fitness/> (Outside Source) and the PFT *Preparation Manual for Testing and Reporting* found on the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

If a school district plans to report school and student data using a CD-ROM or diskette, then the school district must use the record layouts found in the PFT *Preparation Manual for Testing and Reporting* on the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

Data to be collected and reported by school districts must include a record for each school and for every student in grades five, seven, and nine, whether or not the student was fully



tested, partially tested, or not tested at all. For sample school and student data collection forms, see the PFT *Preparation Manual for Testing and Reporting* on the CDE PFT Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

CDE usually posts annual PFT results in late November on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/>.

Schools are required by law to include the PFT results in the School Accountability Report Card (SARC). Further, the most recent PFT data are to be reported, including the percentage of students scoring in the Healthy Fitness Zone (HFZ) for all of the six fitness areas tested.

Schools are also required by law to include the PFT results in the student's cumulative folder (*California Code of Regulations*, Title 5, Section 1044).

## **PFT Questions**

If you have any further questions about the information in this guide or about the activities associated with the PFT, please contact Linda Hooper, California PFT Coordinator at 916-319-0345 or [PFT@cde.ca.gov](mailto:PFT@cde.ca.gov).



## Checklist for District PFT Coordinators

Date	Activities
<b>September October</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Order materials, as needed, for each school for the PFT administration.</li><li><input type="checkbox"/> Review the PFT resources available on the CDE Physical Fitness Testing Web page.</li><li><input type="checkbox"/> Complete or update the district PFT coordinator survey and submit it to EDS.</li><li><input type="checkbox"/> Access EDS Web site after receiving new password from EDS and the EDS Web site is open for viewing of individual student results and submittal of data (district code and password are required for access).</li><li><input type="checkbox"/> Determine the PFT administration and makeup dates for district schools.</li><li><input type="checkbox"/> Determine the local process for collecting and reporting data (e.g., Web site data entry, file upload, fee-for-service vendor, or <i>FITNESSGRAM</i>® software).</li><li><input type="checkbox"/> Verify the requirements for reimbursement of PFT administration costs via state-mandated costs.</li><li><input type="checkbox"/> (Optional) Attend available PFT or <i>FITNESSGRAM</i>® face-to-face or online trainings.</li><li><input type="checkbox"/> (Optional) Contact a fee-for-service outside vendor regarding PFT data collection and reporting services.</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Provide district and school support for releasing and explaining the PFT results from the previous year.</li><li><input type="checkbox"/> Provide the updated PFT information to be included in each School Accountability Report Card (SARC).</li></ul>
<b>December January</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Conduct meetings or trainings to prepare site administrators and physical education leads and teachers for the proper administration of the PFT to all students in grades five, seven, and nine.</li><li><input type="checkbox"/> Ensure data collection forms are ready and distributed to the schools.</li><li><input type="checkbox"/> Announce the PFT administration by providing schools with copies of brochures to distribute to parents and guardians, posting a newsletter insert on the district Web site, or by sending an insert to schools to include in their school newsletters.</li></ul>
<b>February 1 May 31</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Oversee the administration and collection of all PFT data.</li><li><input type="checkbox"/> Ensure all PFT data are received from schools in time to complete the files required under the PFT collection and reporting requirements.</li></ul>
<b>June</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Submit all PFT data to the state PFT contractor by June 30.</li><li><input type="checkbox"/> Schedule a debriefing meeting with site administrators and physical education leads to determine areas for future improvements.</li><li><input type="checkbox"/> Establish a calendar of PFT activities for the following year.</li><li><input type="checkbox"/> Place each student's PFT results in the students' cumulative files.</li></ul>





## Physical Fitness Test (PFT) Resources

Resource	Description of Site/Page Contents
<b>California Physical Fitness Test (PFT)</b>	
<b>PFT Home Page</b>	<p>The California Department of Education (CDE) provides information about the PFT required to be administered to students in grades five, seven, and nine, and information regarding high school physical education exemptions.</p> <p>Linda Hooper, Ph.D. Education Research and Evaluation Consultant Phone: 916-319-0345 E-Mail: <a href="mailto:PFT@cde.ca.gov">PFT@cde.ca.gov</a></p> <p>Provides a list of links to Web pages containing information about the California PFT administration and results.</p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/ta/tg/pf/">http://www.cde.ca.gov/ta/tg/pf/</a></p>
<b>2008–09 PFT Preparation Manual for Testing and Reporting</b>	<p>This manual contains instructions for preparing for the 2008–09 PFT administration; options and suggestions for collecting and reporting PFT data; school and student file layouts; and downloadable samples of data collection forms.</p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/ta/tg/pf/pftmanual.asp">http://www.cde.ca.gov/ta/tg/pf/pftmanual.asp</a></p>
<b>PFT Results Reporting Site</b>	<p>Provides access to downloadable files of results for the state, counties, school districts, and schools for tests administered February 1 – May 31, 2008. Results are also available by gender and ethnic groups. Individual student results can be accessed by the district PFT coordinator. A password is required.</p> <p><b>Web Site Address:</b> <a href="http://www.eddataonline.com/fitness/data/">http://www.eddataonline.com/fitness/data/</a> (Outside Source)</p>
<b>FITNESSGRAM®</b>	<p>These resources include a variety of products in support of the PFT, including the <i>FITNESSGRAM® Test Administration Manual</i>, 8.0 Test Kit CD-ROM (software), the 8.4 update, and materials needed (e.g., skinfold calipers) to administer the tests.</p> <p><b>Web Site Address:</b> <a href="http://www.fitnessgram.net">http://www.fitnessgram.net</a> (Outside Source)</p>



Resource	Description of Site/Page Contents
<b>The Cooper Institute</b>	<p>This institute developed the <i>FITNESSGRAM</i>®. This institute makes available technical information on the <i>FITNESSGRAM</i>® assessments and performance standards, which is available in a Reference Guide.</p> <p><b>Web Site Address:</b> <a href="http://www.cooperinst.org">http://www.cooperinst.org</a> (Outside Source)</p>
<b>California Physical Education</b>	
<b>Professional Development and Curriculum Support Division</b>  <b>Curriculum Leadership Office</b>	<p>The CDE provides information for improving student academic achievement of content standards by communicating policy and expectations and supporting districts by providing instructional guidance.</p> <p>The CDE Web site contains many resources to help school districts and schools develop quality physical education programs. These resources can be accessed by going to the CDE Physical Education Web page at <a href="http://www.cde.ca.gov/ci/pe/">http://www.cde.ca.gov/ci/pe/</a> or by using the search engine located in the upper right hand corner of each page on the CDE Web site.</p> <p>Barbra Ruth, Education Programs Consultant Phone: 916-319-0280 E-Mail: <a href="mailto:bruth@cde.ca.gov">bruth@cde.ca.gov</a></p> <p>Marcela Obregon-Enriquez, Administrator Phone: 916-445-4904 E-mail: <a href="mailto:mobregon@cde.ca.gov">mobregon@cde.ca.gov</a></p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/ci/pe/">http://www.cde.ca.gov/ci/pe/</a></p>
<b>Physical Education Model Content Standards</b>	<p>The <i>Physical Education Model Content Standards for California Public Schools, Kindergarten through Grade Twelve</i>, represents the essential knowledge and skills that all students need to maintain a physically active and healthy lifestyle.</p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/be/st/ss/">http://www.cde.ca.gov/be/st/ss/</a></p>
<b>Physical Education Framework for California Public Schools</b>	<p>Describes a sequential, developmental, age-appropriate physical education program designed to provide students with the knowledge and ability needed to maintain an active, healthy lifestyle.</p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/ci/pe/cf/index.asp">http://www.cde.ca.gov/ci/pe/cf/index.asp</a></p>



Resource	Description of Site/Page Contents
<b>PFT Vendors</b>	<p>The CDE is aware of the following three vendors, which provide PFT data collection and reporting services. If districts know of other vendors, which provide similar services, please contact CDE in order to add them to the vendor list.</p> <ul style="list-style-type: none"><li>• Educational Data Systems (EDS) Contact: Maryse Doss-Antoun Phone: 800-532-4424 E-Mail: <a href="mailto:maryse@eddata.com">maryse@eddata.com</a></li><li>• EvaluMetrics, Inc. Contact: Howard Herl Phone: 888-348-4608 E-Mail: <a href="mailto:fitness@evalumetrics.us">fitness@evalumetrics.us</a></li><li>• San Diego County Office of Education (SDCOE) Contact: Yvonne Mohr Phone: 800-289-1500 (ask for Yvonne) E-Mail: <a href="mailto:ymohr@sdcoe.net">ymohr@sdcoe.net</a></li></ul>
<b>DataQuest (Internet Tool)</b>	<p>Makes available PFT summary reports for the state, counties, school districts, and schools. Results are also available by gender and ethnic groups.</p> <p><b>Web Page Address:</b> <a href="http://data1.cde.ca.gov/dataquest/">http://data1.cde.ca.gov/dataquest/</a></p>
<b>Healthy Fitness Zones (Performance Standards)</b>	<p>The <i>FITNESSGRAM</i>® uses Healthy Fitness Zones to evaluate fitness performance. These zones are criterion-referenced standards established by The Cooper Institute of Dallas, Texas and represent the minimum levels of fitness that offer protection against the diseases that result from sedentary living.</p> <p><b>Web Document Address:</b> <a href="http://www.cde.ca.gov/ta/tg/pf/documents/healthfitzone08.pdf">http://www.cde.ca.gov/ta/tg/pf/documents/healthfitzone08.pdf</a></p>
<b>Prior Year Physical Fitness Data</b>	<p>Provides access to press releases and data reports for prior years (2003–2006).</p> <p><b>Web Page Address:</b> <a href="http://www.cde.ca.gov/ta/tg/pf/pftprioryrs.asp">http://www.cde.ca.gov/ta/tg/pf/pftprioryrs.asp</a></p>



# California Physical Fitness Test (PFT)

## FITNESSGRAM®: Fitness Areas, Test Options, and Equipment

Fitness Areas					
Aerobic Capacity	Body Composition	Muscular Strength, Endurance, and Flexibility			
		Abdominal Strength and Endurance	Trunk Extensor Strength and Endurance	Upper Body Strength and Endurance	Flexibility
Test Options					
<ul style="list-style-type: none"><li>■ PACER* (Progressive Aerobic Cardiovascular Endurance Run)<ul style="list-style-type: none"><li>• Flat, nonslippery surface 15 or 20 meters in length</li><li>• CD or cassette player with adequate volume</li><li>• CD or audiocassette with music/timing</li><li>• Measuring tape</li><li>• Marker cones</li></ul></li><li>■ One-Mile Run<ul style="list-style-type: none"><li>• Flat, measured running course</li><li>• Stopwatch</li></ul></li><li>■ Walk Test<ul style="list-style-type: none"><li>• Flat, measured course</li><li>• Stopwatch</li></ul></li></ul>	<ul style="list-style-type: none"><li>■ Skinfold Measurements*<ul style="list-style-type: none"><li>• Skinfold caliper</li></ul></li><li>■ Body Mass Index<ul style="list-style-type: none"><li>• Scale</li><li>• Ruler (stadiometer) or tape measure</li></ul></li><li>■ Percent Body Fat<ul style="list-style-type: none"><li>• Bioelectric impedance analyzer or automated skinfold caliper</li><li>• Scale</li><li>• Ruler (stadiometer) or tape measure</li></ul></li></ul>	<ul style="list-style-type: none"><li>■ Curl-Up*<ul style="list-style-type: none"><li>• Gym mat</li><li>• 3 inch (5 to 9 year olds) or 4.5 inch (all older students) measuring strip</li><li>• CD or cassette player with adequate volume</li><li>• CD or audiocassette with cadence</li></ul></li></ul>	<ul style="list-style-type: none"><li>■ Trunk Lift*<ul style="list-style-type: none"><li>• Gym mat</li><li>• Yard stick or 15-inch ruler</li></ul></li></ul>	<ul style="list-style-type: none"><li>■ Push-Up*<ul style="list-style-type: none"><li>• Gym mat</li><li>• CD or cassette player with adequate volume</li><li>• CD or audiocassette with cadence</li></ul></li><li>■ Modified Pull-Up<ul style="list-style-type: none"><li>• Gym mat</li><li>• Modified pull-up stand with elastic band</li></ul></li><li>■ Flexed-Arm Hang<ul style="list-style-type: none"><li>• Horizontal bar</li><li>• Chair or stool</li><li>• Stopwatch</li></ul></li></ul>	<ul style="list-style-type: none"><li>■ Back-Saver Sit and Reach*<ul style="list-style-type: none"><li>• Sit-and-reach box</li></ul></li><li>■ Shoulder Stretch</li></ul>

All of the test options require pencils and score sheets to record scores.

\*FITNESSGRAM® recommends this test as the test option for the fitness area; however, the California Department of Education (CDE) does not have a position regarding the use of specific test options.